

Compucorp[®]

System Guide 5:
Printing

Overview

You have already printed several documents and have seen how the Compucorp system helps you produce the final printed copy. The system also offers you a wide variety of printing options. For example, you can print an entire document, multiple copies of a document, or only portions of a document.

This system guide discusses printing options and how you can apply them to meet your office needs. Section 1 introduces you to the Printer Status, a list of printing selections that resembles the Document Status Menus. The nature of the Printer Status selections and the method of changing those settings are also discussed in this section. After you become familiar with the Printer Status, you will learn to use the printer to produce a variety of documents. This is the topic of Section 2. Section 3 describes another printing consideration—special characters that you can instruct the system to print in documents. These include such characters as superscripts and subscripts, overstrike and bold characters, and optional text. And for offices using proportional spacing printwheels, Section 4 shows how to produce documents that look like typeset text.

Sections

1. Printer Status
2. Printing Applications
3. Special Characters
4. Proportional Spacing (Not available on Level A)

Turn to the next page to begin Section 1.

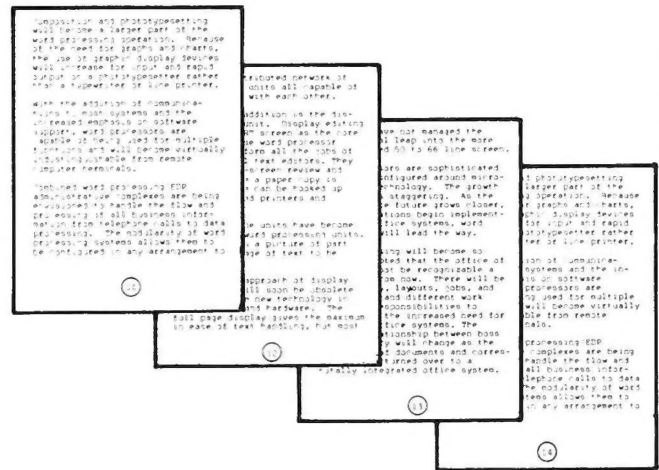
Printing features

In System Guide 3 you learned that the appearance of a document is determined by the settings on the Document Status Menus. You do not see the final effect of these settings, however, until you print the document. As you have seen, the Compucorp system makes it easy to print a document. But your office printing needs can vary. You will generally want to print an entire document, but at times your needs may be more specific. You may want to:

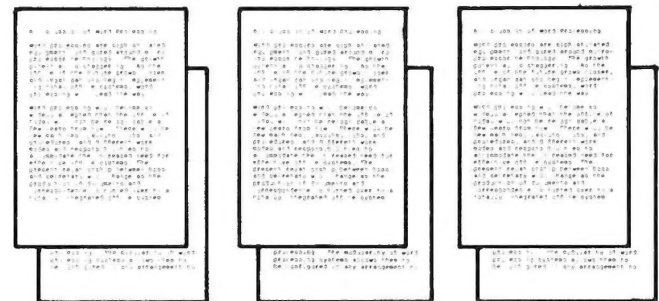
1. Print only selected pages
2. Print multiple copies of the same document
3. Print a draft copy with added space between lines
4. Change the method of feeding paper into the printer

2 All of these needs, and others as well, can be met on your Compucorp system with the Printer Status.

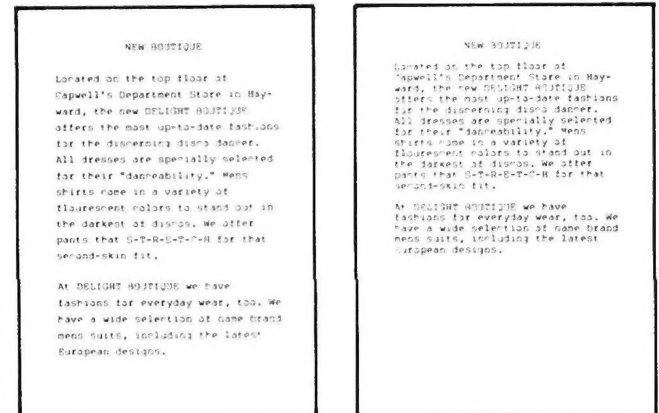
Selected Pages



Multiple Copies

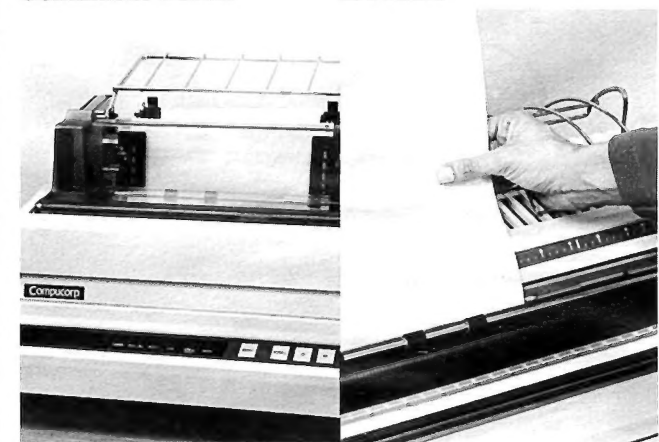


Different Line Spacing



Print With Continuous Forms

Individual Sheet in Printer



The Printer Status

The Printer Status contains information that the system uses to print text. Like the Document Status Menus, the Printer Status has standard settings. You can print using these standard settings, or you can change these settings to tailor the system's printing functions to your needs.

Printer Status selections

On the following pages, the selections found on the Printer Status are listed and explained.

1. **Wait between pages [Y/N]:** This setting tells the printer whether or not to pause between pages. If your system is equipped with continuous-feed paper or an automatic sheet feeder, it is not necessary to wait between pages. In this case, you use the default setting N (no). The system prints each page, advances the paper automatically, and continues printing the next page.

If you are using single sheets of paper, such as stationery, you can tell the printer to stop after printing each page by specifying Y (yes) for this setting. When the printer stops, you can insert a new sheet of paper.

2. **Multiply printed line spacing by:** The line spacing specified in Document Status Menu One is multiplied by the number entered here. These two settings together determine the line spacing of the printed document. The "Multiply printed line spacing by" default setting on the Printer Status is 1.

When the multiplier setting is 1, the line spacing on the printed document is the same as the setting in Document Status Menu One. When the multiplier setting is a number other than one, the spacing on the printout changes. For example, a document with a line spacing setting of 1 (single spacing) times a multiplier setting of 2 will be printed with double spacing— $1 \times 2 = 2$. This is illustrated at the right.

When you change a format setting on the Document Status Menus, it affects the document. You must reformat or repaginate and update the document before printing. You can change a format setting without affecting the document, by using the "Multiply printed line spacing by" selection. The multiplier setting is commonly used for printing rough drafts. It provides extra space for the comments of reviewers or editors.

Printer Status

PRINTER STATUS

Wait between pages [Y/N]:	N
Multiply printed line spacing by:	1
Number of copies:	1
Start printing with page #:	1
Stop printing with page #:	999
First page of document is #:	1
Print optional text [Y/N]:	N
Spaces added to left margin:	8
Printer:	DIABLO
Baud rate:	2400

2.

PRINTER STATUS

Wait between pages [Y/N]:	N
Multiply printed line spacing by:	2
Number of copies:	1

Draft

The Shipping Department

The duties of the Shipping Department are to see that outgoing orders are properly packed, labeled and delivered. Retail store deliveries are generally made by the express and trucking, and the supervision and daily routing of these trucks is one of the functions of the Shipping Department. Other types of business use express companies, freight, parcel-post and long-haul trucks.

PRINTER STATUS

Wait between pages [Y/N]:	N
Multiply printed line spacing by:	1
Number of copies:	1

Final

The Shipping Department

The duties of the Shipping Department are to see that outgoing orders are properly packed, labeled and delivered. Retail store deliveries are generally made by the store's own trucks, and the supervision and daily routing of these trucks is one of the functions of the Shipping Department. Other types of business use express companies, freight, parcel-post and long-haul trucks.

3. **Number of copies:** You can ask the system to print more than one copy of the same document by specifying the desired number of copies in the Printer Status. When printing a multi-page document, the system prints the entire document and then repeats the process. In the example shown, two copies have been specified, and two complete copies have been printed.

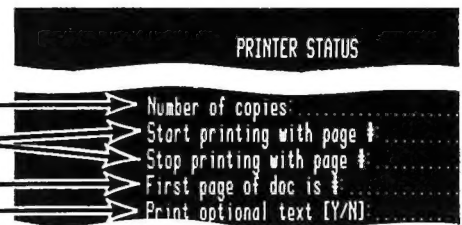
4. **Start printing with page #/Stop printing with page #:** The standard settings, 1 and 999, instruct the system to print the entire document from the first page to the last (1-999). But you may wish to print only selected pages. To do so, simply specify the number of the first page you want to print (start) and the number of the last page you want to print (end). For example, to start printing with page 3 and end with page 5, specify the starting page number as 3 and the ending page number as 5.

5. **First page of document is #:** This setting is used by the system only if page numbering has been specified on the Document Status. It tells the system the number of the first page of a document. If the first page number is any number other than one, that number prints on the first page and all of the following pages are then numbered consecutively.

However, as shown in the illustration, the system does not print the number 1 on the first page of a document. When you specify "1" as the first page number, OMEGA counts the first page printed as number one but prints the first page number, "2," on the second page. In the illustration, Chapter 1 of Document A has been numbered in this way. The page numbers in Chapter 2 begin with the number 10.

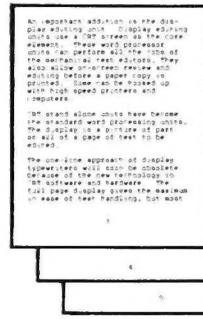
NOTE: To print the number 1 on the first page of a document, see System Guide 9.

6. **Print optional text [Y/N]:** In some cases, you may want to omit portions of text on the printed copy. For example, you may wish to omit price information on certain sales literature, or salary information on personnel reports. Optional text is discussed in detail in the next section.

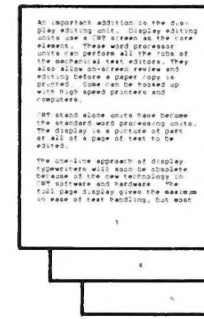


Number of Copies

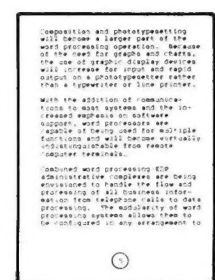
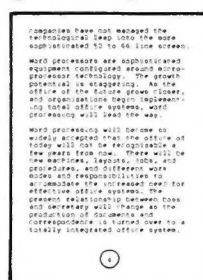
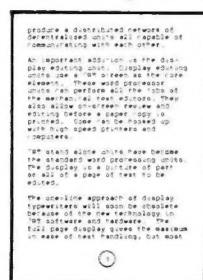
Document A



Document A

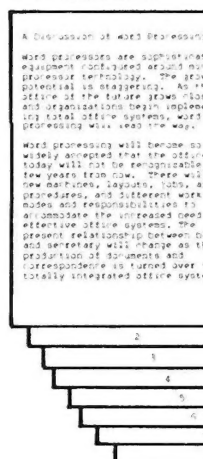


Start/Stop Printing with Page #:

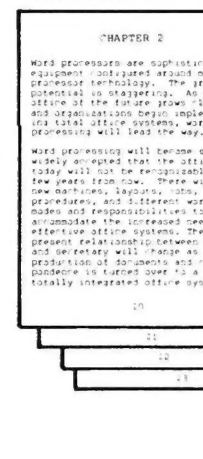


First Page of Document is #:

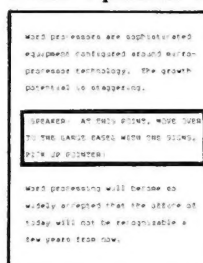
Document A



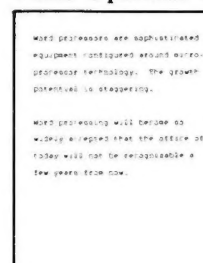
Document B



Print Optional Text: Y



Print Optional Text: N



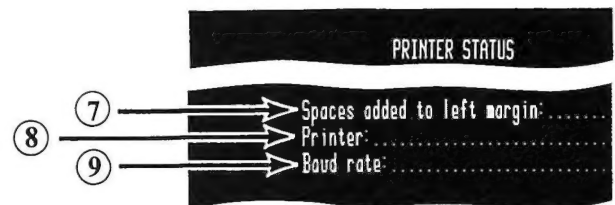
7. **Spaces added to left margin:** You can use this setting to modify the left margin on a printed document. This setting does not affect the document itself. OMEGA adds the number of spaces entered here to the left margin that was specified in Document Status Menu One. This setting is useful if you set the left margin at 1. Pictured at the left is a document which was typed with a left margin of 1 (as shown in the Document Status setting), but which was printed with a left margin of 11 (a Printer Status setting of 10, as shown, added to the Document Status setting of 1).

NOTE: This adjustment also moves the right margin of the document to the right. Adding too many spaces to the left margin causes the printer to print beyond the right edge of the paper.

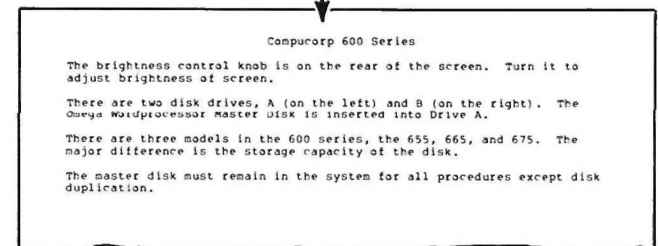
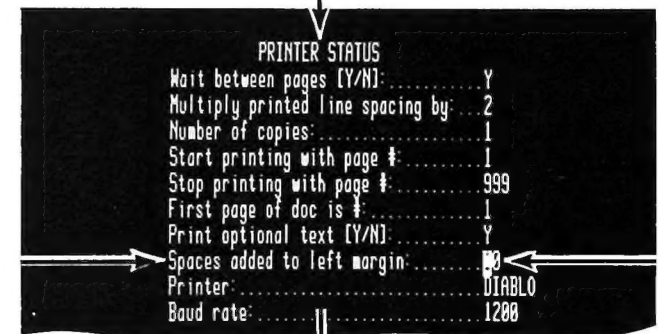
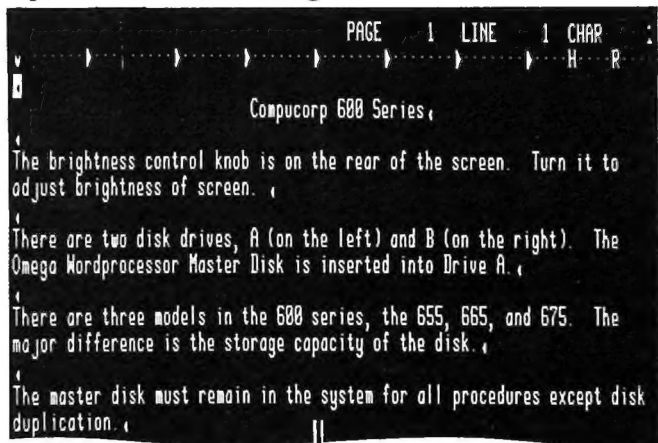
8. **Printer:** OMEGA can be used with different printers. The names of compatible printers are listed in your Reference Manual. To specify a different printer, you must enter the name exactly as it appears in that listing. In the Printer Status illustrated, a DIABLO printer has been specified. However, the Compucorp system does support other printers as shown in the photo.

9. **Baud rate:** This setting tells the printer how quickly to print. It is also used when you communicate with computers.

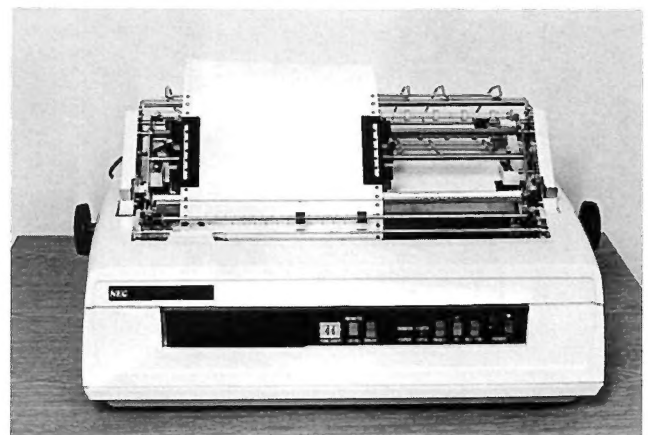
NOTE: You should not change the printer name or baud rate without referring to your Printer Manual and discussing this with your Compucorp Representative.



Spaces added to left margin



Printer



Displaying the Printer Status

The Printer Status can be displayed from the Index, from a clear screen or with a document on the screen. You can display the Printer Status from the Index by pressing STATUS once. To display the Printer Status from the screen, you press STATUS three times.

Changing the Printer Status

The Printer Status is pre-set with standard settings. You can change these settings using the same method you use to change Document Status Menus One and Two. Simply position the cursor on the setting to be changed, type the new setting, and press RETURN to set the change, as shown at the right.

Unlike the Document Status settings, the Printer Status settings do not remain changed until you change them again. On Level A, the changes you make to the Printer Status will remain in effect until you change them again or turn off the system. They then return to standard.

On Level B, the changes will remain in effect until you change them again, turn off the system, or press RECALL, SAVE, or CLEAR. The Printer Status settings return to standard as a result of any of these actions.

You can also change the standard format settings on the Printer Status. System Guide 6 will cover how to change all the standard settings on your OMEGA system.

Displaying the Printer Status

From the Index

```

Index for DISK49      265 FREE PAGES      TIME 10:51:55
DOCUMENT NAME      AUT  CREATED   REVISED   PAGES
S. HISTORY          aeg  02/25/82  02/25/82  01:08P 4
FRENCH HISTORY      jer  02/25/82  02/25/82  01:25P 1
ENGLISH STUDIES     bt   02/25/82  02/25/82  01:10P 7
LECTURE NOTES       jer  02/25/82  02/25/82  01:12P 6
  
```

STATUS ↓

```

PRINTER STATUS
Wait between pages (Y/N): .....
  
```

From a Clear Screen or With a Document on the Screen

```

PAGE 1 LINE 1 CHAR 1:
U. S. HISTORY,
When in the Course of human Events, it becomes necessary for
  
```

STATUS

STATUS

STATUS ↓

```

PRINTER STATUS
Wait between pages (Y/N): .....
Multiply printed line spacing by: .....
  
```

Changing the Printer Status

Position the Cursor

```

PRINTER STATUS
Wait between pages (Y/N): .....
Multiply printed line spacing by: .....
Number of copies: .....
Start printing with page #: .....
  
```

Type the Change

```

PRINTER STATUS
Wait between pages (Y/N): ..... n
Multiply printed line spacing by: .....
Number of copies: .....
Start printing with page #: .....
  
```

RETURN Sets the Change

```

PRINTER STATUS
Wait between pages (Y/N): .....
Multiply printed line spacing by: .....
Number of copies: .....
Start printing with page #: .....
  
```

Getting ready to print

The Printer Status and the Document Status Menus are both important in printing. The basic appearance of a printed document is determined by the Document Status Menu settings described in System Guide 3. The Document Status Menu selections listed below are especially important and you may want to check these items before you print a document.

Key Document Status Menu selections

- **Document Status Menu One:** If you want a document to print with a justified right margin, you indicate this on Document Status Menu One. The margin settings, line spacing, and the number of lines that will print on a page are also determined here.
- **Document Status Menu Two:** The size of the type, the number of lines per inch, the paper length, and bold printing instructions are specified on Document Status Menu Two.

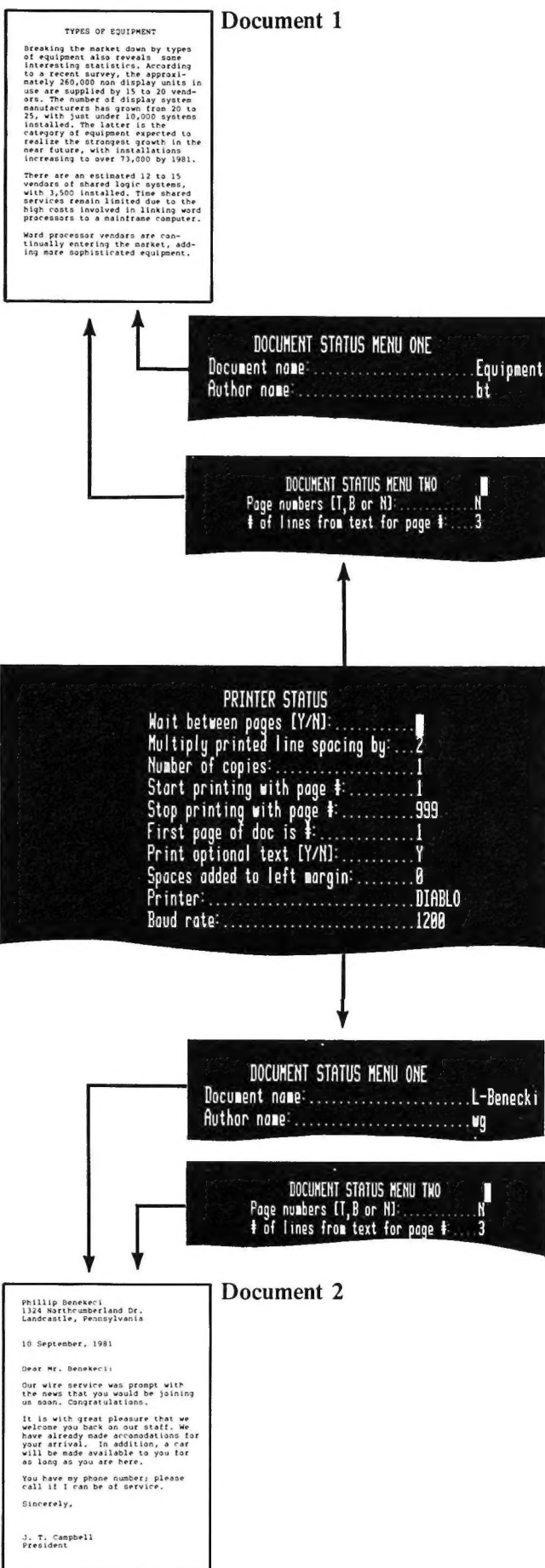
Differences between the Document Status Menus and the Printer Status

Document Status Menus One and Two and the Printer Status have the same format and are changed in the same way. However, they differ significantly in purpose and function. These differences are explained below.

- **Document Status Menus One and Two:** Each document has an individual Document Status Menu One and Two which remain permanently with the document. They reflect the format of the document displayed on the screen at the cursor location. You usually do not review these settings unless you want to make a change. When you change a format setting on the Document Status Menus, it affects the format of the document. You must reformat or repaginate and update the document before printing.
- **Printer Status:** The Printer Status does not affect the format of the stored document. It affects only the printed copy. There is only one Printer Status and all documents share it. Because the changes you make to the Printer Status are temporary, the Printer Status should be reviewed before you print any document.

Turn to the next page to begin the disk instruction for this section.

Document Status Menus vs. Printer Status



Disk Instruction

The disk instructions for Section 1, Printer Status, are given to you in print, not on the screen. This is necessary because the examples require you to display the Document Status Menus, Printer Status or Index. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will use saved documents to practice using the Printer Status.

1. Printer equipment: In order to be able to complete the following examples, each time you print you should make sure the Printer Status equipment settings correspond to those on your Compucorp system. You will now note those settings for later use.

A. EXAMPLE - Your Compucorp printer equipment

You will now determine the settings for your printer equipment and note them below. If you are not familiar with the printer equipment settings, ask your supervisor for the information. You will need this information to complete subsequent exercises.

1. Find out the character spacing of your printwheel or thimble. Write it here. Character spacing (10, 12, 15, or proportional spacing): _____
2. Find out what type of paper feed method your printer uses. Write it here. Paper feed method (manual or automatic): _____

2. Settings which affect printing: It is important that you become familiar with the Document Status Menu settings which affect printing.

A. EXAMPLE - Review Document Status Menu settings which affect printing

Following are the Document Status Menu settings which affect printing.

1. Document Status Menu One

- Left and right margin
- Right justify
- Line spacing
- Maximum lines per page on 1st and following pages

2. Document Status Menu Two

- Character spacing
- Lines per inch
- Paper length

CONTINUE TO NEXT EXAMPLE

Disk Instruction (Cont.)

9

B. EXAMPLE - Display the Printer Status

In this example you will display the Printer Status from the Index and view its selections.

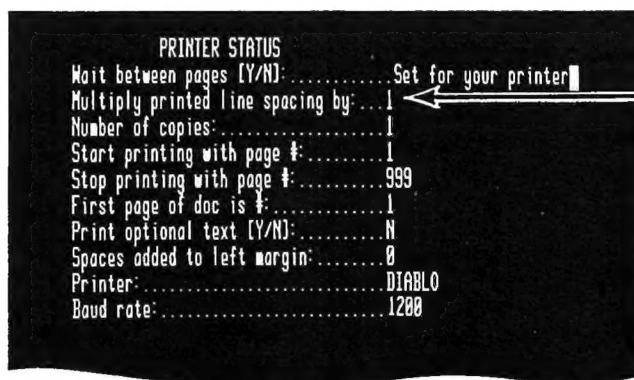
1. Display the Index.
2. To display the Printer Status from the Index, press STATUS once.
3. Note the selections and the default settings.
4. RETURN to the Index.

3. **Changing line spacing:** To print a rough draft using double spacing you have two options. You can change the line spacing in Document Status Menu One and repaginate the document. This affects the document. Or you can change the line spacing on the Printer Status. This only affects the printed copy. The document remains the same on disk.

A. EXAMPLE - Changing line spacing on the Document Status

In this example you will print a rough draft of document 5.1 by changing the line spacing on Document Status Menu One and paginating.

1. Recall the document named 5.1 Language.
2. Display Document Status Menu One. Change the line spacing to 2.
3. RETURN to the document.
4. Paginate the document. COMMAND PAGINATE.
5. Save the document. Answer N to the saving text message and name the document YOUR NAME 5.1.
6. Display the Printer Status from the Index by pressing STATUS once. Change the Printer Status settings to correspond to the example below. Note the multiplier is set at 1.



7. Return to the Index by pressing RETURN. Print the document.
Note the document is double spaced.

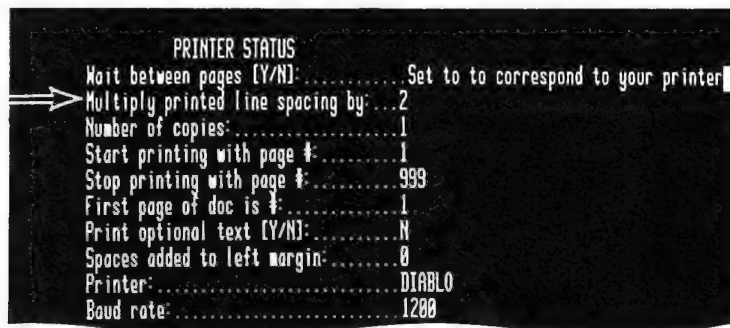
CONTINUE TO NEXT EXAMPLE

Disk Instruction (Cont.)

B. EXAMPLE - Varying the line spacing on the Printer Status

In this example you will print a double-spaced rough draft of the same document by using the Printer Status.

1. Display the Printer Status from the Index.
2. Set the "Multiply printed line spacing by" setting to 2, to print a double spaced rough draft.
3. Change any settings on the Printer Status, as necessary, to correspond to the settings in the example below.



```
PRINTER STATUS
Wait between pages [Y/N]:.....Set to to correspond to your printer
Multiply printed line spacing by:..2
Number of copies:.....1
Start printing with page #:.....1
Stop printing with page #:.....999
First page of doc is #:.....1
Print optional text [Y/N]:.....N
Spaces added to left margin:.....0
Printer:.....DIABLO
Baud rate:.....1200
```

4. RETURN to the Index.
5. Print document 5.1 Language. Note that it is double-spaced.
For one-time format changes like varying line spacing on a draft, it is easier to use the Printer Status settings.

CONTINUE TO NEXT EXAMPLE

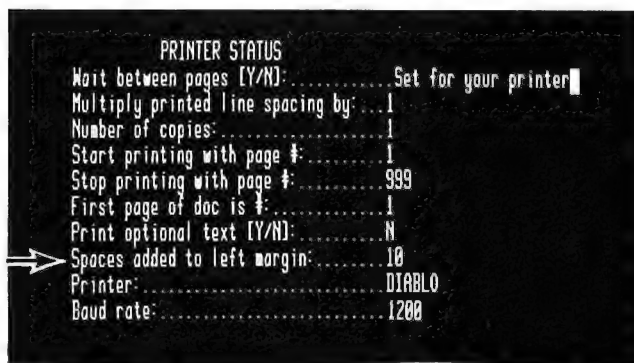
Disk Instruction (Cont.)

4. **Add spaces to the left margin:** OMEGA prints the left margin of a document at the character position of the left margin setting on Document Status Menu One. However, you may have OMEGA add spaces to the left margin on the printout.

A. EXAMPLE - Change left margin on printout

In this example, you will first print a document. Then instruct OMEGA to print the same document with 10 spaces added to the left margin.

1. Recall document 5.1 Language and note the left margin.
2. Print the document from the screen.
3. Display the Printer Status from the document by pressing STATUS 3 times.
4. Instruct OMEGA to add 10 spaces to the left margin by setting "Spaces added to left margin:" at 10.
5. Then make any other changes, as necessary, to make your Printer Status correspond to the example below.



6. RETURN to the document and print from the screen. Compare this copy of the printed document with the original printed document.
7. Clear the screen. (CTRL) CLEAR.

CONTINUE TO NEXT EXAMPLE

Disk Instruction (Cont.)

5. **Page numbering:** To print a document with page numbers, you specify in Document Status Menu Two where and how the page numbers are to appear on the page. On the Printer Status, you specify the first page number OMEGA is to print and on which page it is to appear.

A. EXAMPLE - Print entire document with page numbers

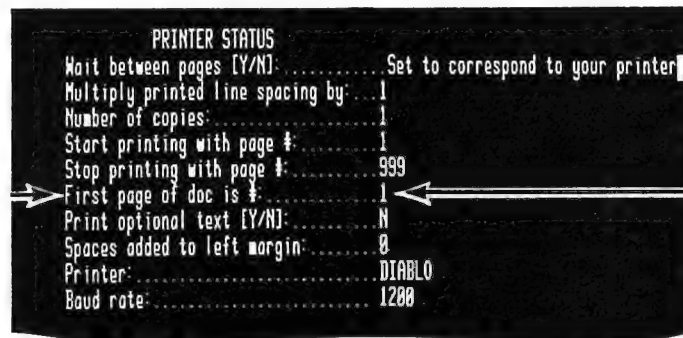
In this example you will print document 5.1 Consciousness with page numbers.

1. Recall the document named 5.1 Consciousness.
2. Specify page numbering at the bottom of the page, three lines from the text, and centered as follows:

DOCUMENT STATUS MENU TWO

Page numbers [T, B, or N]: B
- # of lines from text for page #: 3
- Col. for page # [# , C,L,R,A]: C

3. RETURN to the document and save it. Answer N to the saving text message and name it YOUR NAME 5.1a.
4. Display the Printer Status from the Index. Note the default setting for "First page of doc. is #:" at 1. Change any other settings necessary to make your Printer Status correspond to the example below.



5. RETURN to the Index and print the document. Note the pages are numbered except for page 1. OMEGA begins counting with page 1 but does not print a page number on page 1.

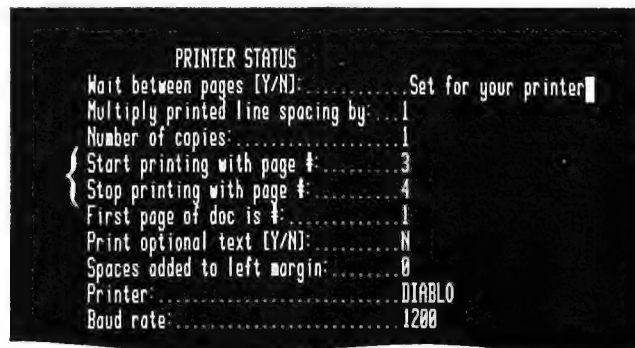
CONTINUE TO NEXT EXAMPLE

Disk Instruction (Cont.)

B. EXAMPLE - Print selected pages of a document with page numbers

In this example you will print 2 pages of your copy of YOUR NAME 5.1a with page numbers.

1. Display the Printer Status from the Index.
2. Specify pages 3 and 4 are to be printed by setting the "Start printing with page #" line at 3. And set the "Stop printing with page #" setting at 4. Note that the "First page of the document is:" setting is 1.
3. Change any other setting, as necessary, to correspond to the example below.



```
PRINTER STATUS
Wait between pages [Y/N]:.....Set for your printer
Multiply printed line spacing by:..1
Number of copies:.....1
{ Start printing with page #:.....3
  Stop printing with page #:.....4
First page of doc is #:.....1
Print optional text [Y/N]:.....N
Spaces added to left margin:.....0
Printer:.....DIABLO
Baud rate:.....1200
```

4. RETURN to the Index and print the document.
5. Note only pages 3 and 4 print. And the page numbers are printed on both pages.

You have now completed Section 1. Turn to the next page to begin Section 2.

Printing applications

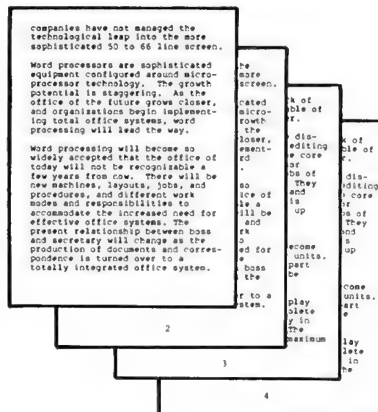
After you have checked the Printer Status and made any necessary changes, you can print text. OMEGA's versatility in printing adds greatly to the usefulness of the system. You can change Document and Printer Status settings easily to use the printer for a wide variety of applications. With the Compucorp system, you can print the following. Three of these options are shown at the left.

1. An entire document
2. Multiple copies of a document
3. Several different documents
4. Selected pages of one document
5. Envelopes
6. An Index
7. Labels for file folders (using Typewriter Mode)

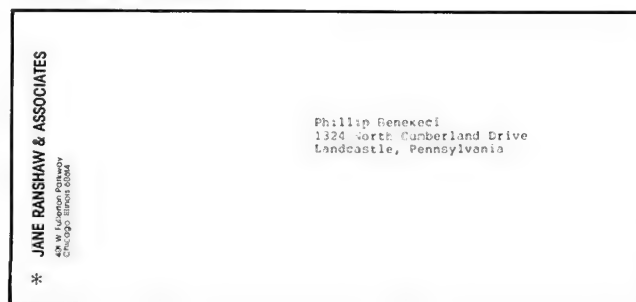
The printing procedure for each of these seven applications is explained and illustrated on the following pages.

Printing Options

Print an Entire Document



Print an Envelope



Print an Index



1. Printing an entire document

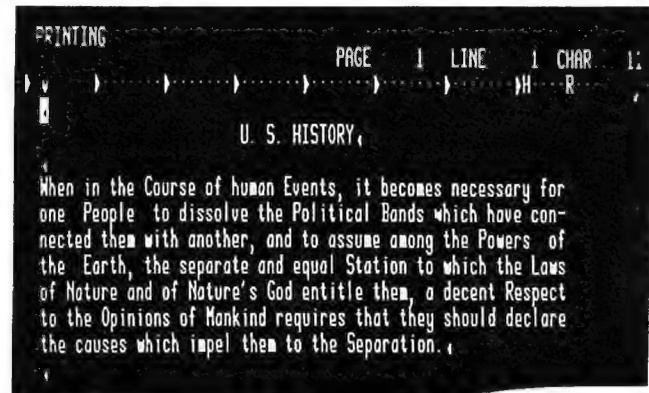
The most common printing application is printing an entire document. You have three options for instructing OMEGA to do this. You may print directly from the Index, or select one of two ways to print from the screen.

- **From the Index:** To specify the document you wish to print, position the cursor on the document name on the Index. Then press PRINT. While the document is being printed, you can use the screen for typing and editing other documents.
- **With the document displayed on the screen:** You can also print an entire document while it is displayed on the screen. Simply press the PRINT key. The cursor may be anywhere in the document. This option is convenient when the document on the screen is not to be saved. However, you cannot use the screen for typing or editing while you are using this printing option.
- **From a clear screen or with another document displayed** (Not available on Level A.): To print a document from a clear screen or when another document is displayed, you use COMMAND and type IP (Index Print). The system displays a message, as shown in the last illustration. You then type the name of the document you wish to print and press RETURN. If you remember the document name, this method can save time because you do not have to display the Index or the document on the screen. With this method, you can also use the screen for typing and editing other documents while a document is being printed.

Printing From the Index

Index for DISK49	265 FREE PAGES	TIME: 11:28:06		
DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
5 HISTORY	aeg	02/25/82	02/25/82	01:00P 4
FRENCH HISTORY	jer	02/25/82	02/25/82	01:25P 1
ENGLISH STUDIES	bt	02/25/82	02/25/82	01:10P 7
LECTURE NOTES	jer	02/25/82	02/25/82	01:12P 6

Printing With the Document Displayed on the Screen



Printing From a Clear Screen or With Another Document Displayed (Not available on Level A)



2. Printing multiple copies of a document

You may request any number of copies of the same document to be printed simply by specifying the desired number of copies on the Printer Status.

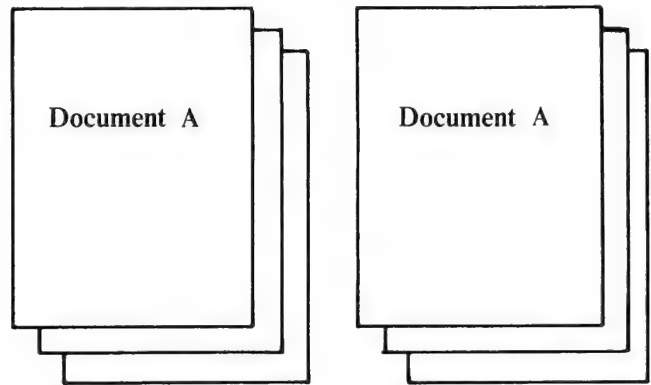
3. Printing several documents consecutively

If you want to print a group of documents, you can put them in a "print queue," and the system will print them consecutively. To do so, simply display the Index, position the cursor on the first document's name, and press PRINT. If the next document can use the same Printer Status, simply reposition the cursor and press PRINT again. Or, you can change the Printer Status for each additional document to be printed. OMEGA can "remember" up to four documents and Printer Status instructions at a time.

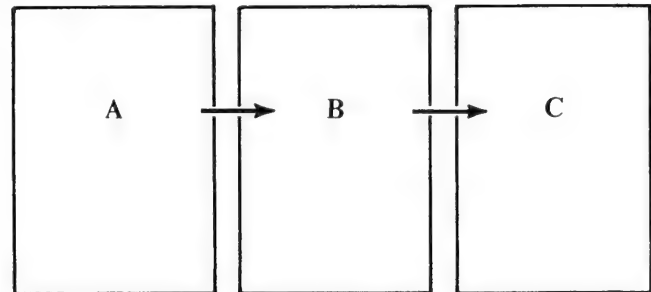
4. Printing selected pages of a document

You can print a portion of a document by specifying the desired first and last pages to be printed in the Printer Status. In the illustration, pages 2 and 3 have been printed.

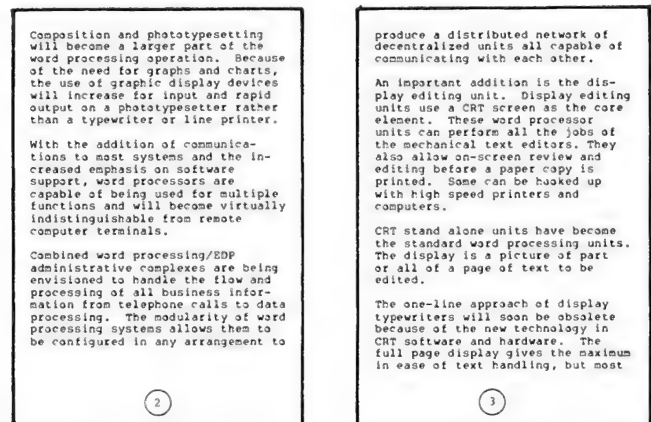
Multiple Copies



Several Documents Consecutively



Selected Pages



5. Printing an envelope

You can print envelopes for letters without having to retype the name and address. First, define the name and address on a letter or document as a block. Next, display the Printer Status and specify the left margin setting which will cause the address to be printed in the appropriate place. Generally, addresses begin at character position 40 on envelopes. Therefore, if the screen left margin is 1, you would add 39 spaces to the left margin on the Printer Status. Then roll the envelope into the printer to the line where the address is to begin and press BLOCK PRINT.

6. Printing an Index

When the Index is displayed, you can print a copy of the Index by using COMMAND PRINT. You cannot use the screen for typing or editing while the Index is printing.

Printing an Envelope

```
PRINTING
PAGE 1 LINE 17 CHAR 1
May 7, 1982,
Phillip Benekeci,
1324 Northcumberland Dr.,
Landcastle, Pennsylvania,
Dear Mr. Benekeci,
Our wire service was recent...
```

```
PRINTER STATUS
Wait between pages [Y/N]:
Multiply printed line spacing by:
Number of copies:
Start printing with page #:
Stop printing with page #: 999
First page of document is #:
Print optional text [Y/N]: N
Spaces added to left margin: 39
Printer: DIABLO
Baud rate: 1200
```

Printing an Index

```
COMMAND-
Index for DEMONSTRATE 199 FREE PAGES TIME 05:47:09
DOCUMENT NAME AUT CREATED REVISED PAGES
AUTOPLOT jh 08/26/81 08/26/81 10:59P 1
benekeci brief kt 08/15/81 08/15/81 09:00 1
column functions usa 08/15/81 08/15/81 09:01 1
disco delight flyer mph 08/15/81 08/15/81 09:02 1
discussion of wp rog 08/15/81 05/27/82 10:01 1
footnotes rfb 08/15/81 08/15/81 09:03 1
forms fill-in bnk 08/15/81 08/15/81 09:03 1
frame mph 08/15/81 08/15/81 09:04 1
glossary of government departments jnk 08/15/81 08/15/81 09:04 1
headers & footers hyl 08/15/81 08/15/81 09:04 1
```


Typewriter Mode

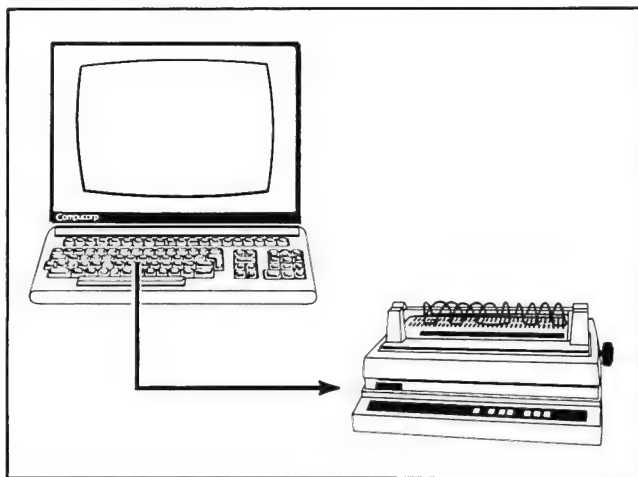
At times you may want to use the Compucorp system as you would use a conventional typewriter. For example, you may want to type a file label or address one envelope. The system works like a typewriter when you specify "Typewriter Mode." In Typewriter Mode, the printer prints as you type, and the system's editing capabilities do not function.

Procedure

To set OMEGA in Typewriter Mode, press COMMAND and type TY (TYpewriter Mode). To turn off Typewriter Mode, repeat the same command.

Go to the next page and complete the disk instruction for this section.

Typewriter Mode



Disk Instruction

The disk instructions for Section 2, **Printing Applications**, are given to you in print, not on the screen. This is necessary because the examples require you to display the Printer Status and saved documents. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the followings example, you will practice printing an envelope and an Index, and practice using Typewriter Mode.

1. **Printing envelopes:** OMEGA can save you time in retyping the addresses on envelopes by enabling you to block print the address from a letter.

A. EXAMPLE: Block printing an envelope

In this example you will block print an envelope from the address on document 5.2 Letter.

1. Recall document 5.2 Letter.
2. Define the complete address on the envelope as a block. Block b. Block e.
3. Indicate that 29 spaces be added to the left margin in the Printer Status.

Addresses on envelopes commonly begin 40 spaces from the left edge of the envelope. Since the left margin on the letter is at 11, you are adding 29 spaces to have the printer print the address on character position 40.

4. RETURN to the document.
5. Insert the envelope in the printer and roll it to the line where the top line of the address is to appear.
6. Press BLOCK and then press PRINT. The address on the letter will print in the proper position on the envelope.
7. Clear the screen. (CTRL) CLEAR.

CONTINUE TO NEXT EXAMPLE

Disk Instruction (Cont.)

2. **Printing an Index:** A printed Index is convenient for quick reference and as an aid in filing and locating documents on your disks.

A. EXAMPLE - Printing a disk Index

In this example you will print your Training disk Index.

1. Display the Index of your Training disk.
2. To print the Index, press COMMAND and then press PRINT.

3. **Using OMEGA like a typewriter:** You may find it convenient to use OMEGA like a typewriter when you want to dash off a quick note or type a file label. Typewriter Mode lets you use OMEGA like a typewriter. The deleting and editing functions that are provided on the screen are not functional at the printer in Typewriter Mode.

A. EXAMPLE - Using Typewriter Mode

1. Clear the screen and insert a piece of paper in the printer.
2. Access Typewriter Mode by pressing COMMAND and then typing TY.
3. Press RETURN several times and notice that the paper advances in the printer as you press RETURN.
4. Type your name and address. Note that your name prints at the same time as it appears on the screen. Be careful to notice when your text reaches the end of a line. OMEGA does not wraparound at the printer in Typewriter Mode. You must press RETURN or your text will print off the paper.
5. Delete your first name from the screen. Note that the special function works on the screen but has no effect on the paper in the printer. In Typewriter Mode, OMEGA functions like a non-correcting typewriter.
6. Turn Typewriter Mode off by pressing COMMAND and then typing TY.
7. Clear the screen.

CONTINUE TO NEXT EXAMPLE

Disk Instruction (Cont.)

4. Printing several documents consecutively: You can “queue” up to four documents for consecutive printing on OMEGA.

A. EXAMPLE - Queuing documents

In this example you will print three documents on your Training Disk consecutively. You will print 5.1 Language, 5.2 Consciousness, and 5.2 Letter.

1. Display the Index of your Training disk.
2. Make sure your printer is on and paper is inserted in the printer.
3. Position the cursor on the name of the first document you want printed and press PRINT. Position cursor on 5.2a Language and press PRINT.
4. Position the cursor on the name of the second document you want printed and press PRINT. Position cursor on 5.2 Consciousness and press PRINT.
5. Position the cursor on the name of the third document you want printed and press PRINT. Position cursor on 5.2 Letter and press PRINT.

OMEGA will now print all three documents, one right after the other. When you queue documents you can continue typing but you cannot remove the disk containing the queued documents from your system.

NOTE: The documents you queue do not have to use the same Printer Status. You can display the Printer Status and make any changes before queuing each document.

Turn to the next page and complete the Cumulative Example for this section.

Cumulative Example 5.2

In this example you will practice several printing procedures: printing multiple copies of a document, adding spaces to the left margin, printing justified margins, changing line spacing, and printing page numbers.

Refer to your Instructional Guide for assistance. If you need further assistance, refer to the last page of this system guide.

Print the document named 5.2 Cumulative as follows.

1. With a justified right margin.
2. Single-spaced.
3. With page numbers at the top of each page, 3 lines from the text, and on the right side of the pages.
4. Instruct the system to print two copies of the document.
5. Add 5 spaces to the left margin.

When you have completed this example, turn to the last page of the system guide and compare your copy to the Sample Text.

You have now completed Section 2. Turn to the next page to begin Section 3.

Special printing capabilities

In the last section, you learned about several printing applications. Another aspect of printing is the wide variety of special characters which can be printed within the text. You specify these characters on the screen as you type. However, these characters are not seen in their final form until they are printed. This section explains each of these special characters and how you instruct the system to print them.

Special characters

1. **Subscript and superscript characters:** These characters are printed above or below the normal typing line. At the right the "2" in "H₂O" is a subscript.
2. **Overstrike character:** An overstrike character prints on top of another character. In the illustration, / is the overstrike character for c. Together they form a cent sign.
3. **Optional text:** Text which you may not always want to print can be specified as optional.
4. **Bold characters:** These characters are darker or thicker than regular text. Two types of bold character are illustrated, shadow and multihit.
5. **"Stop printing temporarily":** This instruction causes the system to pause during a print cycle so you can change the paper size, ribbon, or printwheel. It then resumes printing the remainder of the document.

Printed Samples

① H₂O

② ¢

③

Word processors are sophisticated equipment configured around micro-processor technology. The growth potential is staggering.

(SPEAKER: AT THIS POINT, MOVE OVER TO THE LARGE CASEL WITH THE SIGNS. PICK UP POINTERS)

Word processing will become so widely accepted that the office of today will not be recognizable a few years from now.

Word processors are sophisticated equipment configured around micro-processor technology. The growth potential is staggering.

Word processing will become so widely accepted that the office of today will not be recognizable a few years from now.

④ **SECTION I: Introduction**

CAUTION: Handle with care!

⑤ The model is:

-highly flexible

-cost effective

It is widely used throughout the industry.

1. Subscripts and superscripts

Subscripts and superscripts are characters that print slightly above or below the typing line. They are used in writing formulas and equations. On a typewriter, you must roll the paper up and down manually to create these characters. The Compucorp system simplifies this task by rolling the paper up and down automatically.

To indicate that you want the system to print a subscript character, you press COMMAND and then DOWN ARROW. To indicate a superscript, press COMMAND and then UP ARROW. You then type the character to be superscripted or subscripted. Only an arrow displays on the screen, but you can view the subscript or superscript character in Trace Mode. On the printed copy, the character appears above or below the typing line. In the illustrations, you can see how the subscript and superscript characters appear on the screen, in Trace Mode, and in print.

2. Overstrike

You can create special characters or symbols by combining two characters. OMEGA permits you to type one character over another using "Overstrike." Overstrike is used to create special characters such as "Ø," and to indicate invalid text in government or legal documents.

With OMEGA you can overstrike one character or a larger quantity of text.

- **Overstrike one character:** If you want to overstrike one character, you type the first character and press COMMAND and then BACKSPACE before typing the second character. A left arrow displays on the screen between the two characters typed. When OMEGA prints the document, the second character prints over the first. In the illustration, a cent sign has been created using overstrike. Notice the difference between the screen appearance and the printed copy.
- **Overstrike larger quantity of text:** To overstrike a larger quantity of text, you indicate the beginning of the text by pressing COMMAND and typing OS (Overstrike). A Greek letter theta (θ), the overstrike marker, displays on the screen. You indicate the end of the text OMEGA is to overstrike in the same way.

You can specify any character as the overstrike character in Document Status Menu Two. This character is printed over all the text between the overstrike markers. A section of overstrike text is shown in the chart. The overstrike character is "-."

Feature	Screen Appearance	Trace Mode Appearance	Printed Appearance
Subscript		H20	H ₂ 0
Superscript		E=MC2	E=MC ²
Overstrike one Character			¢
Overstrike quantity of text			the agree-ment of

3. Optional text

In some documents, you may wish to omit a portion of text from some printed copies and include it in others. OMEGA lets you designate "optional text," and you can choose whether or not to print it.

You can use this feature to enter reminders and instructions which should not appear in the printed copy. You can also use optional text in financial reports to omit critical figures, in personnel reports to omit salary information, in sales materials to omit pricing, and in contracts to omit optional provisions.

To indicate optional text, press COMMAND and type OT (Optional Text) at the beginning and end of the text. A Greek letter rho (P), the optional text screen marker, displays on the screen. The text between these markers will or will not be printed depending on the setting in the Printer Status. A section of optional text on the screen is shown at the right, as well as printed copies with and without the optional text. Notice that in the copy without the optional text, the text following the optional text moves up.

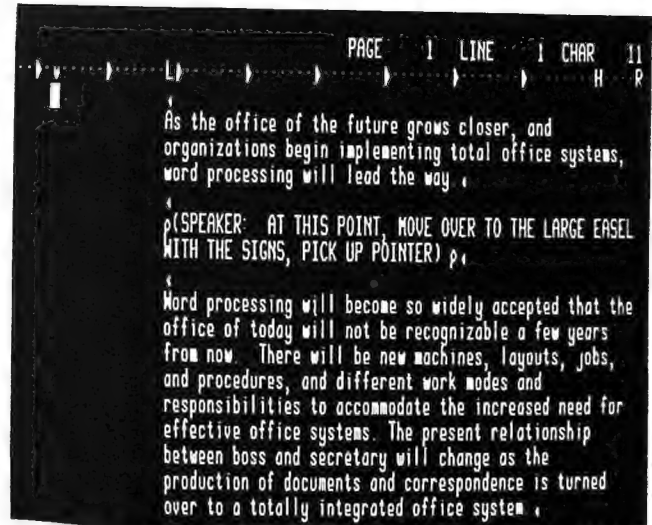
4. Bold printing

Bold printing is used to emphasize key points, indicate headings, and to separate parts of a document. OMEGA prints two types of bold characters. Both are illustrated at the right.

- **Shadow bold:** The printer hits each character a fraction of an inch to the right each time, creating a "thicker" character.
- **Multihit bold:** Each character is hit a number of times in the same place, creating a "darker" character.

You indicate bold printing by using the BOLD key at the beginning and end of the text to be printed in boldface. Two screen markers that look like thick hyphens display on the screen. Text between these markers will be printed in bold. In Document Status Menu Two, you specify which type of bold you want to print, and for Multihit bold, the number of times each character is to be hit.

Optional text on screen



With



Without



This is a sample of shadow bold.

This is a sample of multihit bold with 4 strikes.

5. Stop printing temporarily

You can instruct the printer to stop temporarily when it reaches a specified location in a document. This allows you to change the printwheel, ribbon color, or paper size. You can also display a reminder in the message area of what should be done when the printer stops. In the illustration, the printwheel is to be changed to make the numbered items stand out from the text.

To indicate a temporary stop in the printing, you press COMMAND and type SP (Stop Print). When a message displays, you type a reminder of what is to be done and press RETURN. When OMEGA prints the document, it stops when it reaches your stop print command and displays the reminder in the message area. The system resumes printing when you press RETURN.

Now complete Disk Instruction 5.3 Special Characters. To do this:

- Turn on the system, if necessary, and insert the Master Disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the Index.
- Recall document 5.3 Special Characters.

```

STOP PRINT CODE Enter message for typist
PAGE 1 LINE 5 CHAR 25
) ) v ) ) ) H )R )
You should consult an ophthalmologist if you have any of the following problems:
1. Sight is impaired.
2. Eye becomes painful.
3. Foreign matter enters or punctures the eye.
4. Eyelids stick together.
Prompt first aid followed by professional medical treatment can often prevent permanent eye damage.
  
```

Stop Print Message

```

Printer stop code Change to italic printwheel
PAGE 1 LINE 5 CHAR 25
) ) v ) ) ) H )R )
  
```

Printed Document

You should consult an ophthalmologist if you have any of the following problems:

1. *Sight is impaired.*
2. *Eye becomes painful.*
3. *Foreign matter enters or punctures the eye.*
4. *Eyelids stick together.*

Prompt first aid followed by professional medical treatment can often prevent permanent eye damage.

Disk Instruction

The disk instructions for the remainder of this section, Special Characters, are given to you in print, not on the screen. This is necessary because these examples require you to display the Printer Status, Document Status Menus, or a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary and insert the Master disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will practice creating and printing bold text, overstrike text, and optional text.

1. **Specifying overstrike character:** In the previous disk instruction OMEGA printed the default overstrike character for you. The default character was the hyphen. You can specify any character on the keyboard as the overstrike character.

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A. EXAMPLE - Changing the overstrike character

In this example you will specify a different overstrike character and print the overstrike text.

1. Recall document 5.3 Blood and overstrike the second paragraph.
2. Indicate the second paragraph as overstrike text—COMMAND OS.
3. Display Document Status Menu Two and specify a slash, /, as the overstrike character.
4. RETURN to the document and save it. Answer N to the saving message and name the document YOUR NAME 5.3.
5. Print the document. Note the different overstrike character.

CONTINUE TO NEXT EXAMPLE

Disk Instruction (Cont.)

2. **Printing bold text:** In System Guide 2 you learned how to specify bold text on the screen. OMEGA offers two types of bold print: shadow and multihit. You specify the type of bold print on Document Status Menu Two.

A. EXAMPLE - Shadow bold

Shadow bold is produced by the printer hitting each character again a fraction of an inch away to create a "shadow" effect. In this example you will print text in shadow bold using document 5.3 The Brain.

1. Recall document 5.3 The Brain.
2. Display Document Status Menu Two.
3. Specify shadow bold by typing S on the "Shadow or Multihit bold?" line.
4. RETURN to the document and specify that the title "What is the Brain?" is to be printed in bold.

Position the cursor on the first character in the title and press BOLD. Position the cursor on the space after the last character and press BOLD again.

5. Save the document. Answer Y to the saving text message.
6. Print the document. Note the shadow bold text.

B. EXAMPLE - Multihit bold

OMEGA produces multihit bold by hitting each character a number of times in the same place. In this example you will print the same text in multihit bold.

1. Recall document 5.3 The Brain.
2. Display Document Status Menu Two.
3. Specify multihit bold by typing M in the line "Shadow or Multihit bold?"
4. Note the number of hits specified in the line "Multihit bold—# of hits."
5. RETURN to the document. The bold screen markers still appear surrounding the indented paragraph because you saved the document in the previous example.
6. Print the document from the screen. Compare the multihit bold with the shadow bold you printed previously.
7. Clear the screen. (CTRL) CLEAR.

CONTINUE TO NEXT EXAMPLE

Disk Instruction (Cont.)

3. **Optional text:** Occasions may arise where you wish to print selected text on some printed copies and omit it on others. Certain contract provisions, cues on scripts, or notes to the typist are examples of optional text.

A. EXAMPLE - Specifying optional text

In this example you will specify the second paragraph in a document as optional text.

1. Recall document 5.3 The Brain.
2. Specify the beginning of the optional text by positioning the cursor on the first character in the second paragraph. Press COMMAND, and then type OT (Optional Text). A Greek character appears on the screen to indicate the beginning of the optional text.
3. Specify the end of the optional text by positioning the cursor on the space following the last character in the second paragraph—after the quotation marks. Press COMMAND OT again. The Greek character appears on the screen to indicate the end of the optional text.

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B. EXAMPLE - Printing optional text

In this example you will instruct OMEGA to print the document with the optional text.

1. First, save the document. Answer Y to the saving message to update the original with the optional text screen markers.
2. Display the Printer Status from the Index.
3. Specify that the optional text is to be printed by typing a Y (yes) on the "Print optional text" line and pressing RETURN.
4. RETURN to the document.
5. PRINT the document. Note that the second paragraph prints.

C. EXAMPLE - Printing with optional text omitted

In this example you will print the same document without the optional text.

1. Display the Printer Status.
2. Specify that the optional text is not to be printed by setting the "Print optional text" line at N (no).
3. RETURN to the document and print document 5.3 The Brain again. Note that the second paragraph is not printed.

Level A Users: You have now completed System Guide 5. To begin the next module, locate System Guide 6.

Level B Users: You have now completed Section 3. Turn to the next page to begin Section 4.

Formatting to achieve typeset appearance

Another printing option offered by the Compucorp system is printing proportionally spaced characters. (Not available on Level A.) This is the topic of the fourth and last section of this system guide. With most standard typewriters, a character and the space surrounding it take up a uniform amount of space. Since an "i" takes up a smaller area than an "m," for example, the space surrounding an "i" is larger. This leaves a small gap in the text. With proportional spacing, however, the space between printed characters is proportional to the width of the character.

Characteristics

Proportional spacing is generally associated with typeset copy and allows more text to fit on a page. It is more legible and professional looking as well. Notice the difference in appearance between the two printed documents shown at the right.

Special considerations when typing with proportional spacing

- **Margins:** The line length on a proportionally spaced document is measured in tenths of an inch (one inch equals 10 increments). Therefore, when you set margins, you first decide how long you want the printed line to be. When proportional spacing is specified, each number on the Character Indicator at the top of the screen is equal to one tenth of an inch. For example, to set a 6 inch typing line you would need 60 tenths of an inch or 60 spaces. You set the left margin at the desired character position and the right margin 60 spaces to the right.
- **Screen appearance:** The screen displays regular character spacing even though the printer will produce proportionally spaced characters. Because spaces vary in width in proportionally-spaced text, each line length varies on the screen. A wavy line appears to the right of the right margin indicator, as illustrated at the right. This indicates what text will print on each line.
- **Indents:** You must set an indent on a tab stop in proportional spacing for proper alignment.
- **Right justify:** You may also specify "justify" on Document Status Menu One with proportional spacing. This produces a more professional looking document.

Printed Document Without Proportional Spacing

Blood, the abundant nourisher, is also the great defender, a potent red portion of cells, proteins and enzymes that protects the body from deadly enemies. The white blood cells that constitute the blood's mobilized army fight an endless life-and-death struggle against viruses, bacteria and other microscopic adversaries.

Although most bacteria are harmless, and some even beneficial, a few strain the body's system of defense to its limit. One thousand grams of the toxin produced by the botulin bacterium could, in theory, destroy the human race.

The bubonic plague of the fourteenth century is still mankind's grimmest reminder of the power of microorganisms and infectious disease. A third of Europe's population fell in the withering storm of the Black Death. For much of history, man also had to contend with another deadly scourge--smallpox.

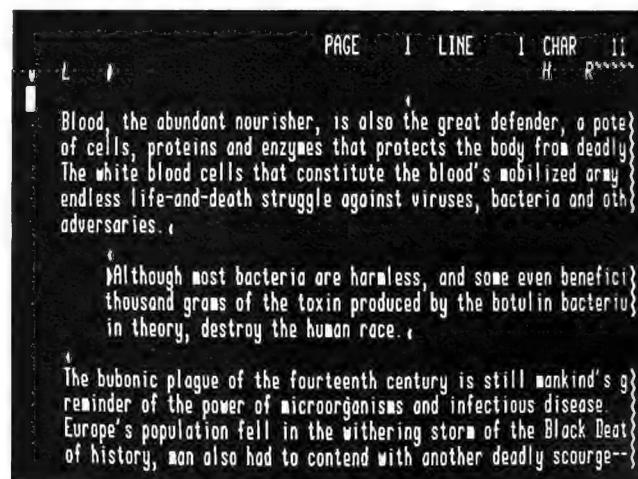
Printed Document With Proportional Spacing

Blood, the abundant nourisher, is also the great defender, a potent red portion of cells, proteins and enzymes that protects the body from deadly enemies. The white blood cells that constitute the blood's mobilized army fight an endless life-and-death struggle against viruses, bacteria and other microscopic adversaries.

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Proportional Spacing on Screen



Procedure for proportional spacing (Not available on Level A)

To indicate proportionally spaced printing in a document, first display Document Status Menu Two. Specify PS (Proportional Spacing) for character spacing and the correct printwheel name. Refer to your Reference Manual for additional information.

- **New documents:** If you decide to print a document with proportional spacing before you type it, you simply indicate PS and the printwheel name in Document Status Menu Two, and then type the document. Remember to calculate margins in tenths of an inch and to set tabs for any indents.
- **Existing documents:** If the document to be printed in proportional spacing has been typed previously, change the Document Status settings and the margins and indents to meet proportional spacing requirements. Reformat the document before printing.

Make sure the appropriate printwheel is mounted on the printer before you print a proportionally-spaced document.

Go to the next page and complete the disk instruction for this section.

Indicate Proportional Spacing

DOCUMENT STATUS MENU TWO

Page numbers [T, B or N]:	N
# of lines from text for page #	3
Col. for page # [F, C, L, R, A]:	C
Print form [Y/N]:	Y
Character spacing [10, 12, 15, PS]:	PS
Lines per inch [6 or 8]:	6
Continuous footnote numbers [Y/N]:	Y
Footnotes at end of document [Y/N]:	N
Paper length, lines:	66
Shadow or Multihit bold? [S/M]:	M
Multihit bold - # of hits:	4
Overstrike character:	-
Print wheel:	Your PS printwheel name

Disk Instruction

The disk instructions for this section, **Proportional Spacing**, (not available on Level A) are given to you in print, not on the screen. This is necessary because the disk examples require you to display a saved document and a clear screen. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your training disk into Drive B and display the Index.

In the following examples, you will view a document which was typed to be printed in proportional spacing and note its special characteristics. Then you will type and print a document in proportional spacing. Finally, you will make the changes necessary to print a document typed for conventional spacing in proportional spacing.

1. **Viewing a document typed in proportional spacing:** There are a few special considerations to note when you type a document in proportional spacing.

A. EXAMPLE - View a document in proportional spacing

1. Recall document 5.4 Diet.
2. Note the following proportional spacing characteristics:
 - a. A wavy line on the right end of the margin scale.
 - b. Tab markers appear at the indent locations.
 - c. The screen appears in conventional spacing.
3. Display Document Status Menu Two and note the following:
 - a. The character spacing is specified for proportional spacing—PS.
 - b. The printwheel name is a proportional spacing printwheel name. You must use a proportional spacing printwheel to complete this and the following examples. If this printwheel name does not match the printwheel in your printer, check with your supervisor.
4. RETURN to the document and clear the screen.
5. Make sure your printer is equipped with a proportional spacing printwheel. Print the document. Note the character spacing and overall appearance of the document.

CONTINUE TO NEXT EXAMPLE

Disk Instruction (Cont.)

2. **Printing a document with proportional spacing:** You can specify that a document is to be printed with proportional spacing before you type it. You can also change a document created for conventional spacing so that it can be printed with proportional spacing.

A. EXAMPLE - Typing a document in proportional spacing

1. On a clear screen, display Document Status Menu One and set the following:

Left Margin:	10
Right Margin:	60
Character Spacing:	PS
Printwheel:	Your PS printwheel name

2. Type the following text. Indent the second paragraph 5 spaces from the left margin.

NOTE: Remember an indent must be set on a tab stop in a proportionally spaced document.

Sharing the stage with behaviorists were the interpreters of the mind. Foremost among them stood Sigmund Freud, the Viennese father of psychoanalysis. He sought the innermost thoughts of his patients to learn "how the mental apparatus is constructed and what forces interplay and counteract in it."

While Freud and his followers wrestled with the id, others devised methods to penetrate the brain's substance. "In the intricate warp of the brain, one can advance only step by step," wrote Spain's Santiago Ramon y Cajal. He and Carmillo Golgi shared a Nobel Prize in 1906 for the most important milestone in neuroanatomy since the development of the microscope.

3. Save the text. Name it YOUR NAME 5.4A.
4. Print the document using a proportional spacing printwheel. Note the character spacing and appearance.

CONTINUE TO NEXT EXAMPLE

Disk Instruction (Cont.)

B. EXAMPLE - Printing a document created for conventional spacing in proportional spacing

In this example you will recall a document created for conventional spacing and make the changes necessary to print it in proportional spacing. You will also print the document with a justified right margin.

1. Recall document 5.4 Exercise.
2. Display Document Status Menu One and specify a justified right margin—Y.
3. Display Document Status Menu Two and specify proportional character spacing—PS—and a proportional printwheel name.
4. RETURN to the document.
5. Now you must reformat the document to reset it to proportional spacing. Do so by positioning the cursor on Line 1 and pressing FORMAT and then DOCUMENT.
6. Save the Document Status Menu changes and the reformatted text by saving the document. Answer N to the saving text message and name it YOUR NAME 5.4B.
7. Print the document using a proportional printwheel. Note the character spacing and the flush right margin.

You have now completed System Guide 5. To begin the next module, locate System Guide 6.

Help for Cumulative Example 5.2

1. Recall document 5.2 Cumulative.
2. With the cursor on page 1, line 1, display Document Status Menu One. Press STATUS once.
3. Indicate right justification by positioning the cursor on the "Right Justify [Y/N]" line. Type Y and then press RETURN.
4. Indicate single-spacing by positioning the cursor on the "Line-spacing [1,1.5,2,etc.]" line. Type 1 and then press RETURN.
5. Display Document Status Menu Two by pressing STATUS again.
6. Indicate page numbers at the top of each page by positioning the cursor on the "Page numbers [T,B or N]" line. Type T and then press RETURN.
7. Indicate that the page numbers are to print three lines from the text by positioning the cursor on the "# of lines from text for page #" line. Type 3 and then press RETURN.
8. Indicate that the page numbers are to be printed on the right side of the page by positioning the cursor on "Col. for page # [# , C , L , R , A]." Type R and then press RETURN.
9. Display the Printer Status by pressing STATUS again.
10. Instruct the system to print two copies of the document by positioning the cursor on the "Number of copies" line. Type 2 and then press RETURN.
11. Instruct the system to add 5 spaces to the left margin by positioning the cursor on the "Spaces added to the left margin" line. Type 5 and press RETURN.
12. RETURN to the document.
13. Reformat the document to the new settings by pressing FORMAT DOCUMENT. Hyphenate as much as possible.
14. Save the document and the Document Status Menu setting changes by pressing SAVE and updating the original. Type Y.
15. Print document 5.2 Cumulative. Compare it to the revised Sample below.

Sample Revised Text

